



Auditor
Charles E. Walder
Chief Fiscal Officer

Return Voucher Form

Date: **09/02/2021**

To: Elected Official, Department head, or Accounting Staff of **Probate Court**

From: Auditor's Office Fiscal Department

SUBJECT: **Batch # 2021-00002670** **Weekleys Mailing Service**

<input type="checkbox"/> Dept. Head Signature Missing on Cover	<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect Account Number	<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Remit Address	<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Insufficient Cash Balance Available	<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Batch not Approved in New World	<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Insufficient Balance Available on PO	<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Missing Original Invoice/Supporting Documents	<input type="checkbox"/> Due Date Deadline Missed
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature	<input checked="" type="checkbox"/> Other

Solution: Please provide a copy/proof of the Geauga Court News Q2 for this invoice. _____

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 * Real Estate/ Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: auditor@co.geauga.oh.us

AUDITORS CERTIFICATION OF FUNDS
O.R.C. 5705.41D

Geauga County, Chardon, Ohio January 4, 2021
I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of
\$16,750.00

has been lawfully approved, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the fund listed next to the item below, free from any previous encumbrances.

CHARLES E. WALDER
GEAUGA COUNTY AUDITOR

by _____, Deputy Auditor
GEAUGA COUNTY FEDERAL I.D. NO. 34-6001208
SALES AND USED TAX EXEMPTION - POLITICAL SUBDIVISION
STATE OF OHIO

FOR AUDITORS USE ONLY	Date: _____
Then and Now Certificate: _____	
Warrant Received by: _____	
Date: _____	

SHIP TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
1109641	9-6-2021	996.80
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/04/2021		
1099 AMT.		

PURCHASE ORDER NO. 2021-00000410

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION _____ RESOLUTION _____ JOURNAL _____ PAGE _____ BUDGET APPROVAL - ENCUMB _____ VOUCHER _____

VENDOR I.D. NO. 52088

PURCHASED FROM:
WEEKLEYS MAILING SERVICE
1420 WEST BAGLEY ROAD
BEREA, OH 44017-2935

INVOICE TO:
GEAUGA COUNTY
PROBATE / JUVENILE COURT -JUDGE GRENDALL
231 MAIN STREET SUITE 2
CHARDON, OH 44024


DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Other Expenses - Other Expenses 1001-008-57-901 - Other 16,750.00 <i>2nd Q-P</i>	16,750.0000	\$16,750.00
TOTAL DUE					\$16,750.00

RECEIVED
SEP 02 2021
Geauga County Auditor

FILED
IN COMMON PLEAS COURT
IN THE COURT OF COMMON PLEAS

PROBATE DIVISION

GEAUGA COUNTY, OHIO

2021 SEP -1 PM 12:01

PROBATE-JUVENILE
DIVISION
GEAUGA COUNTY, OHIO

IN RE:

PROBATE COURT
EXPENDITURES
WEEKLEYS MAILING SERVICE

) JUDGE TIMOTHY J. GRENDALL
)
)
) PROPER ADMINISTRATIVE ORDER
) 2021-168

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$ 996.90 (Nine Hundred Ninety Six Dollars and Ninety Cents) from 1001-008-57-901 to WEEKLEYS MAILING SERVICE, at 1420 WEST BAGLEY ROAD, BEREA, OH 44017-2935, for community outreach, which the Probate Court has determined to be an expenditure for a proper public purpose. Pursuant to R.C. 319.16(D), "if the auditor questions the validity of [this] expenditure... the auditor shall notify the court that presented the documents, shall issue the warrant under protest, and shall notify the auditor of state of the protest."

As an elected official and member of the judicial branch of county government, the Judge of the Geauga County Probate/Juvenile Court is authorized to fix the amount due to court vendors who perform services for the court. Therefore, pursuant to R.C. 307.55(A), this payment is to be processed "Live".

Kindly provide this Court with the original check which it will mail to the vendor.

IT IS SO ORDERED.


TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

Invoice # 37087

WEEKLEY'S

8/24/2021

Weekley's Mailing Service, Inc.
1420 West Bagley Road
Berea, Ohio 44017-2935
440.234.4325
Fax: 440.234.6502
www.weekleysmailing.com

Geauga County Probate/Juvenile Court
Kim Laurie
Courthouse Annex, 2nd FL
231 Main Street, Ste 200
Chardon, OH 44024

PO No.

Quantity	Description	Rate	Amount
46,947	Geauga Court News - 2nd Quarter 8-1/2 x 11 Card Set up and ink jet indicia Mailing list use Walk sequence data CASS certification Ink Jet address Separate by ZIP code Standard Tie/bag/palletize and deliver to USPS	41.73/m	1,959.10
	Subtotal		1,959.10
	8/18 [2] FedEx extras		34.70
<div>5 2021-0369 - \$996.90</div> <div>P 2021-0410 - \$996.90</div> <div><u>1993.80</u></div>			

Total

\$1,993.80

Terms Net 30